

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR DIR, EMERGENCY MGMT

Date: 05/24/00

Position Level: 13

FLSA Status: Exempt

Class Code: 13-6

GENERAL DESCRIPTION

Primary function is to manage, guide, direct and administrate a major section of the Public Safety Division to promote the County's emergency preparedness, response, recovery, and mitigation capabilities through enhanced coordination and long-term planning for the occurrence of emergencies and disasters resulting from natural, technological or man-made causes.

KEY RESPONSIBILITIES

1. *Manages the Emergency Management Department, including planning, organizing, directing, controlling, staffing and representing.
2. *Develops and manages the office of Emergency Management's budget in accordance with the County's established policies and procedures.
3. *Assures the management of the County's overall response to potential and actual emergencies and disasters.
4. *Serves as the County's primary liaison and assures coordination with Federal, State, Local and volunteer organizations, including our military, in matters concerning emergency management.
5. *Makes recommendations to the County Mayor and elected and appointed County Officials and Municipal Officials within the County concerning the level of local response to potential and actual emergencies and disasters. Recommendations are made in consultation with other appropriate organizations and individuals and may include: Declaration of Local State of Emergency, Protective Actions, in or out-of-county Sheltering and Evacuation Orders and other associated and/or related actions and activities.
6. Assures that Public Information and Education Programs are conducted concerning hazards and our vulnerabilities to them.
7. Initiates, pursues and supports legislation regarding Emergency Management issues affecting Monroe County (Florida Keys).
8. *Directs the activation of our Emergency Operations Center (EOC), assuring functional operations.
9. Performs other job-related duties and functions.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education & Experience</i>	Bachelor's Degree required and 5 to 7 years experience OR an Associate's Degree required and 10 years progressively responsible experience in related field. Major(s) in Business Administration, Management, Public Administration, Emergency Management.
<i>Experience:</i>	Please see above.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operations and results.
<i>Working Conditions/ Physical Effort:</i>	Typically normal office situation. Work environment may require exposure to disagreeable elements and extensive safety training and/or use of protective devices when actively participating in field operations of an emergency.
<i>On Call Requirements:</i>	Expected to be available as necessary to fulfill job obligations.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____